Reporting Acts or Threats of Workplace Violence

Steps to Take

1. Report all acts or threats of violence to University Police at ext. 2515 or Environmental Health and Instructional Safety at ext. 7233. The Campus Safety Report can also be used for reporting.

2. Be prepared to answer the following questions:
   - WHO - Name, description, address, phone number, faculty, staff, student, or visitor
   - WHAT - The circumstances and sequence of events leading up to the incident
   - WHEN - Time of day
   - WHERE - Location the incident took place
   - HOW - Describe how the offense was committed
   - WHY - What was the cause of the incident

3. The responding person will discuss the course of action. If necessary, a follow-up will be conducted at a later time.

4. All reports of workplace violence will be reviewed by the Chief of Police for possible follow-up.

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